

先锋中英双语学校

Pioneer Valley Chinese Immersion Charter School

Board of Trustees Meeting Minutes

January 2, 2020 at 6:00 PM

Location: PVCICS, 317 Russell Street, Hadley, MA 01035

In attendance: Vice Chair Paula Quinn (arrived 6:10pm), Elizabeth “Betty” Larivee, Roland Mandler, Charles “Nick” Bagley (arrived 6:25pm), A. Juliet Larke, Dan O’Shea, Lian Duan, Peter Wood, Aime DeGrenier, Student Representative Sebastian English, Executive Director Richard Alcorn, and, Principal Kathy Wang.

Absent: Board Chair Dana Parsons, Scott Livingstone, Faculty Representative Hannah Treworgy

Others in attendance: Attorney Fred Dupere

Board Chair Dana Parsons had previously announced that he would not be available for this meeting so Vice-Chair Paula Quinn would be the Chair. At 5:55pm, Paula Quinn had not yet arrived so Exec. Director Richard conferred with Atty. Dupere on the format for convening the meeting. It was determined that Roland Mandler, Chair of the Finance Committee, would chair the meeting until such time as Paula Quinn arrived.

Meeting was officially called to order by the Interim Chair Roland Mandler at 6:00 PM.

Public Comment: None

Administrative Items: Minutes of Previous Meeting(s):

Minutes of the December 5, 2019 Board Meeting were presented for review. Corrections were noted on page 2: Principal Kathy asked Student Rep. Sebastian English to contact other student about photos – not take the photos himself. Peter made a motion to approve the minutes with this edit; seconded by Aime; abstaining from the vote was Dan and Lian; motion passed.

Ed Richard asked that the agenda go out of order so that Principal Kathy could give her report and then leave the meeting. Roland made a motion to change the order of the agenda; seconded by Betty; unanimous approval.

Principal’s Update: Principal Kathy reported:

- Students returned to school today from vacation. She heard several students in middle school comment about missing school during the “long break”.
- Two new students entered to back-fill empty slots. They are in grades K and 4.
- The Chinese Language Association (CLASS) asked her to become a Board member. This is a professional organization that has worked on standards for curriculum and test results. She was elected to be part of the five-member Board. At this time, she did not have information about dates for Board meetings.

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During Principal Kathy's report, Paula Quinn arrived at 6:10pm.

Following her report, Principal Kathy left the meeting.

Chair Roland acknowledged the arrival of Paula Quinn and transferred the chair to her.

SEPAC Report: At this time, no one was present to give a report.

Committee and Task Force Reports:

Finance Committee: Chairperson Roland reported:

- ✓ The committee will meet in mid-January to review financial reports.
- ✓ No Financial Reports were e-mailed to the Board prior to this meeting.

Trusteeship Committee: Chairperson Betty reported:

- ✓ By-Law revisions have been sent to ED Richard. He had some comments and revisions which need to be added. The committee is still awaiting the draft from him.
- ✓ Two current Board members have terms that will expire on June 30, 2020. The committee has contacted both of them and they have both indicated an interest in a second three-year term as Board members. Betty made a motion, seconded by Dan, to recommend approval of a second term as Board Trustee for Peter Wood and Roland Mandler which will be July 1, 2020 to June 30, 2023; unanimous approval. ED Richard will be asked to send required paperwork to DESE for approval of the term extension.
- ✓ A handout was given to Board members regarding the recruitment of new Board members. It covered the current legal responsibilities, time frame, and general information regarding skill set(s) for recruitment of new members.
- ✓ Chair Paula asked if she could add other information to this report –
 - The Board Self-Evaluation has been e-mailed to everyone. It is due back to Dana Parsons by January 10th.
 - The Board Retreat sessions have been tentatively scheduled for Monday 1/20/20 and Saturday 1/25/20. Attorney Dupere stated that the Board cannot hold the session on 1/10/20 because it is a legal holiday; he also stated that he could not attend any weekend session but would be available for other weekday or weeknight dates. Paula said she would follow-up with Dana and confirm the Saturday 1/25/20 session from 10am to noon with site to be determined.

Personnel and Grievance Committee: Chairperson Peter reported:

- ✓ To date, no meeting has been held.
- ✓ He took advantage of the webinar regarding Succession Planning. He is hopeful that the committee can work on a framework for Planned Succession to be used at PVCICS that would include an annual review and update of the process.

During the committee reports, Nick Bagley arrived at 6:25pm for the meeting.

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Chair Paula asked that agenda items 8-9-10 be taken out of order; seconded by Dan; unanimous approval.

Board Strategic Planning: See Paula's report during the Trusteeship Committee Report.

Board Member Updates: None

New Business: Dan asked about changing the order of business in future agendas to allow Principal Kathy to give her report as one of the earlier items. He re-stated this request as a motion; seconded by Roland; unanimous approval.

Executive Director's Update: ED Richard reported:

- ❖ Student recruitment for September 2020 continues. To date, there are 160 applications which include 67 applications for Kindergarten, 22 for grade 6, and 4 for grade 9.
- ❖ Another enrollment information session will be held next week. The first enrollment lottery will be held on 2/15/20. In March 2020 a report is due to DESE regarding the numbers on the waitlist.
- ❖ DESE rejected the Charter Amendment previously submitted for the changes being made to the dismissal schedule and has now requested additional information and data. An e-mail was sent from DESE this afternoon about 4:00pm so most Board members have not reviewed the new email. Paula read aloud the email so Board members had this information. Discussion followed regarding the need to change from 4:15pm to a 4pm dismissal; costs for additional buses on the same schedule rather than using a bus for back-to-back runs; and, implications for traffic and parent pick-ups. ED Richard indicated that he would follow up with DESE to again request a 15 minute charter change for the 4pm end of school day. Additionally, he would contact the bus company for costs and arrangements for additional buses to cover services until the end of this school year. Paula restated this information as a motion; seconded by Nick; unanimous approval.
- ❖ The Chengdu Shude High School has sent a letter to PVCICS regarding the possibility of becoming a "Sister School". ED Richard spoke about the possibility of teacher and student exchange programs; the legal requirements involved with Visa applications; implications for school enrollment and housing. He will do further research and possibly set up a visit to the school to determine if a contract for a "sister school" is feasible.

There being no further business, Chair Paula read the following statement:

The PVCICS Board of Trustees will enter into Executive Session per M.G.L. Chapter 30A Section 21(a) 3: To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining position of the public body, and the Board so declares. The Board meeting will not re-convene after Executive Session.

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Paula made a motion to adjourn the Regular Meeting of the Board and go into Executive Session; seconded by Aime. Voice vote was unanimous approval from Charles “Nick” Bagley, Elizabeth “Betty” Larivee, Paula Quinn, Aime DeGrenier, A. Juliet Larke, Peter Wood, Roland Mandler, Dan O’Shea, and, Lian Duan.

Regular session of the Board of Trustees Meeting adjourned at 7:10 pm.

Minutes approved by Board of Trustees on March 5, 2020

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